



Manager's Report

For Council Meeting 1/23/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
America's #1 Power Wash	307 Millbrook Ter NE	Pressure Washing
Amigo Express	9-C Catoctin Cr SW	Retail
Anderson, Keira	1421 Moore Pl SW	Tutoring
Art to Find	1 Loudoun St SE	Retail – Antiques
Blackeye Pea Creations	118 Meade Dr SW	Arts and Crafts
Chapman, Barbara	107-D Royal St SW	Counseling
Clay Dog Studios	222 South King St	Pottery
Dancer Enterprises	202 Greenmont Way NE	Retail
Dominion Pain Treatment Center	608 S King St	Medical Clinic
Duo Ventures Inc	112 Phillips Dr NW	Consulting
Fourms Tax Services	228 Whitney Pl NE	Tax Services
Mama Duke Tat2	7 N King St	Artist
Questionable Intellect Productions	7 N King St Suite A	Distribution
R&R Services	1709 Tomworth Ct NE	General Labor
Sky Net Access	208 S King St #302	Computer Services
Vance's Handyman Services	326 Gaines Ct SW	Home Repair
Verdile PHD, Robert J	107-D Royal St SW	Counseling
Victorio G Trimarchi Associates	31 Phillips Dr NW	Consulting
W Z Craft-Star	809 Duncan Pl SE	Home Repairs

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires

Carole Craddock
William Ference
Wayne Harrison
Bradley Wilt

Position

Adm. Associate II
Parks Manager
Police Officer
Maintenance I

Department

Engineering and Public Works
Parks and Recreation
Police
Streets

Resignations

David Kerns

Position

Construction Inspector

Department

Engineering and Public Works

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period January 2, 2002-January 15, 2002**

- RFP for implementation of Business Development Strategy (BDS) completed and forwarded to Town Manager's Office and EDC for review. Nick Colonna, Marantha Edwards
- Leesburg Airport Terminal Expansion and Parking, Delane Parks
- The Hamlet at Leesburg, Offsite Drainage Easement Plat and Deed, Nick Colonna
- Edwards Landing Section 3, Construction Drawings for 76 single family homes (SFH), Nick Colonna
- Potomac Station Drive and Battlefield Parkway, rough Grading Plan, Delane Parks
- Kincaid Forest Section 12b, Construction Drawings for 11 SFH, Delane Parks
- Stratford Ryland Recreation Center, Final Development Plan, John Johnston
- Potomac Station Apartments, Preliminary/Final Development Plan, John Johnston
- Traffic Task Force, Nick Colonna,
- Environmental Advisory Committee, John Johnston
- Leadership Agenda Committee, Delane Parks
- High Performance Organization (HPO), Lee Phillips, Delane Parks, Nick Colonna, John Johnston, Rotating Assignments

Plans reviewed during the period December January 2, 2002-January 15, 2002

- Middleburg Bank, Chelsea Outlet Mall, forwarded to Planning Commission for Conditional Approval, Nick Colonna
- Kincaid Forest Section 4C, Construction of 34 Town homes, 1st submittal, Nick Colonna
- RFP for implementation of Business Development Strategy (BDS) completed and forwarded to Town Manager's Office and EDC for review. Nick Colonna, Marantha Edwards
- Stratford Boundary Line Adjustment (BLA), Subdivision of one lot into two, John Johnston
- Potomac Station Apartments Pool house Revision of Preliminary Final Development Plan, Lee Phillips
- Stowers Section 1 Lots 65A and 66A, BLA, Nick Colonna
- Leesburg Airport Terminal Expansion and Parking, Delane Parks
- Stratford Ryland, Offsite Improvements Construction Drawings, John Johnston

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Scheduled for preview at Planning Commission 1/17/02.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Scheduled for preview at Planning Commission 1/17/02.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, For a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Scheduled for a preview at the Planning Commission 2/7/02.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Scheduled for a public hearing at Planning Commission 2/7/02 and a public hearing before the Town Council 2/11/02.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Scheduled for public hearing before the Planning Commission 2/7/02.

Rezoning:

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. No meetings scheduled yet for this case.

Hawkins: The applicant has resubmitted information for this case. Staff expects to schedule the Planning Commission public hearing soon.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Planning Commission briefing 2/7/02.

ZONING PERMITS 02-01-02-48

NEW CONSTRUCTION RESIDENTIAL

Potomac Crossing 5 SFD @ \$105,000

Potomac Station 4 SFD @ \$100,000

Kincaid Forest 1 SFD @ \$105,000 6 SFA @ \$85,000 to \$126,000

Tavistock Farms 8 SFA @ \$55,000

NEW CONSTRUCTION COMMERCIAL

NONE

OCCUPANCY PERMITS RESIDENTIAL

Potomac Crossing 4 SFD

Kincaid Forest 1 SFD

Evergreen Meadows 1 SFD

Beauregard Heights 1 SFD

Tavistock Farms 1 SFA

Woodlea Manor 1 SFD

OCCUPANCY PERMITS COMMERCIAL

54 Sycolin Road Department of Social Services/Loudoun County

608 South King Street Dominion Pain Treatment Center L.L.C.

WATER & SEWER ADMINISTRATION

During this time frame 57 work orders were processed for meter set requests and 37 Public Facility Permits were issued totaling \$329,099.00.

Capital Projects Update

- Cardinal Park Sewer Project stake out has been partially complete and shop drawings approved. Contractor is having difficulty in locating a staging area.
- Water Storage Tank Siting project has begun. The first stage of the project involves the calibration of the water model. Six locations have been identified for the flow testing, scheduled to commence on January 28th.
- Reviewed several construction plans for water and sewer extensions and processed several water and sewer model requests.
- Evergreen Mill Sewer Project preliminary report has been received and reviewed. We are now awaiting the submission of final plans.
- The water system interconnection plans between town and LCSA are near approval by the State agencies.

UTILITIES**Water Supply Division****Training:**

Larry Taylor attended a "Counter Terrorism and Security in the Water Industry" seminar in Herndon, VA, on January 8th & 9th. The seminar was sponsored by the American Water Works Association.

Capital Projects Update**Water Treatment Plant Upgrade to 10 MGD**

- The contractor continues to perform punch-list item work.
- The Engineer is performing control system configurations.

WTP Expansion Project Status

Dollar value complete 99.8% Time Elapsed 162 %.

The contractor continues to be approximately 376 days behind schedule.

Substantial completion was granted to the Contractor on September 5, 2001. Approximately \$338,300.00 has been withheld by the town for liquidate damages.

Water Pollution Control Division**BNR and BMU Projects****BNR Project Status**

This project continues to produce effluent total nitrogen concentrations around 5 mg/L, well below the requirements of the VWQIF grant and the goals the Maryland discharge permit (total nitrogen of 8 mg/L), and the other anticipated benefits from the project are also being realized. At the current flow rate of 3 million gallons per day, the quantity of nitrogen discharged from the Leesburg WPCF to the Potomac River has been reduced by over 325 pound per day or 118,625 pounds per year.

Leesburg BNR Presentations

Steve W. Cawthron, Superintendent, WPCD, made a presentation with Dan Lynch, CH2M Hill Project Manager, at the Va. Water Environment Federation's Education Seminar on the Leesburg BNR Project, and they have been asked to repeat the presentation at the Va. Rural Water Association's Annual Conference. Mr. Cawthron has also been asked to make a presentation on BNR process control at the annual Pure Water 2000 Conference.

BMU Project Construction Status

Progress continues and Substantial Completion on the Sludge Screenings Building and Digested Sludge Storage Tank have been granted. Final completion of the extended date of September 14th agreed upon in the BMU Tender Agreement has not been achieved, and is anticipated in approximately 4 weeks. A number of change orders have delayed final completion and the contractor's request for a time extension is under review.

TOWN OF LEESBURG

Full-time positions being recruited as of January 14, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Sr Engineer – Plan Review	11/30/01	√	√				
	1	Sr Engineer – Plan Review	12/14/01	√	√				
	1	Sr Engineer – Cap Proj	10/23/01	√	√				
	1	Construction Inspector	1/1/02	√	√				
	1	Construction Inspector	1/1/02	√	√				
P&Z	1	Director of P&Z	8/4/01	√	√				
Police	1	Communications Tech I	8/1/01	√	√	√	√	√	√
	1	Police Officer/Special Serv	10/10/01	√	√	√	√	√	
	1	Police Officer/Patrol	9/14/01	√	√	√	√	√	
	1	Police Officer/School Rec.	1/1/02	√	√	√	√	√	
Water Plant	1	Utility Plant Operator	1/1/02	√	√	√	√	√	
<u>TOTAL</u>	14								

R.S. Noe